

64-754

30 January 1964

MEMORANDUM FOR: Director/Budget, Programs Analysis
and Manpower

SUBJECT : Economy Measures

1. I spent most of Sunday, 26 January, studying in greater depth the material which you provided me on the work of the Comptroller's office and reviewing the economy measures that we have taken thus far. In this connection there are certain reports or studies which I would like to have made during my absence the next three weeks and ready for me upon my return. I am listing all of these in one memorandum although they deal with a variety of subjects.

a. What has the Agency done on the specific reductions proposed in the Bureau of the Budget letter of 3 August 1963?

b. Where do we stand on establishing central controls over foreign and domestic travel, and reducing the present volume of travel?



25X1

EXECUTIVE

Economy
(Economy)

Chief of Staff
Mr. [illegible]

f. I am turning over to the Programs Analysis Staff a chart of the DD/P area showing station by station strengths and the activities engaged in by the various stations. I would like to have you complete this and bring it up to date for my return to use as a vehicle for briefing the Director and conducting our analysis of the station by station strengths.

g. Finally, I would like to have in chart form an analysis showing the savings that we have instituted and expect to achieve. I would like this chart ready by the time of my return, and it should show specifically such areas as reductions in personnel strength, cutback in recruitment, cutback in communications activities, reduction of guards, reduction of courier services, reduction in overtime, telephone service, books and publications, etc.

ABK

Lyman B. Kirkpatrick
Executive Director-Comptroller

LBK:drm

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(Dictated but not read by Mr. Kirkpatrick)